

MEMORANDUM FOR: Chief, Information Systems Analysis Staff


FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Special Procedures Regarding the Destruction  
of Records

STATINTL

1. The General Counsel has expressed concern that until [REDACTED], which is now in the process of being coordinated, becomes effective, records may be destroyed before they have been reviewed by his office to determine "whether or not they are the subject of litigation or possible litigation or are of interest in matters under investigation by the Justice Department".

2. To preclude any such destruction from taking place, you should take whatever steps are necessary to see that no records under DDA control are destroyed prior to their being reviewed by the Office of General Counsel. In addition, you should also see that the records officers for the other Directorates are provided the above information.

 John F. Blake

STATINTL

Originated By: [REDACTED]

C/ISAS

27 DEC 1976

Date

Distribution:

- Original - Adse
- 1 - OGC (Mr. Lapham)
- 1 - DDA Subject
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<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	EO/DDA 7 D 26	17 DEC 1976	<i>[Signature]</i>		
2	AI DDA				
3	DDA	21 DEC 1976	<i>[Signature]</i>		
4	AI				
5	<del>AI</del>				
6					
ACTION		DIRECT REPLY	PREPARE REPLY		
APPROVAL		DISPATCH	RECOMMENDATION		
COMMENT		FILE	RETURN		
CONCURRENCE		INFORMATION	SIGNATURE		
<b>Remarks:</b>  <u>2 to 3:</u> Upon return of this I will do short note to Mark and send copy to Lapham for the record. In fact things are already on track.					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO. <i>[Redacted]</i>					
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